

Manchester CCG Governing Body
Notes of Meeting held on 5 April 2017, 1.30 pm
Windrush Millennium Centre

Present:

Dr Philp Burns	Chair
Dr Faizan Ahmed	GP Member, Central
Dr Ruth Bromley	GP Member, South
Atiha Chaudry	Lay Member, PPI
Dr Denis Colligan	GP Member, North
Chris Jeffries	Lay Member, Finance and Audit
Joanne Newton	Chief Finance Officer
Grenville Page	Lay Member, Governance
Peter Williams	Secondary Care Doctor
Ian Williamson	Chief Accountable Officer

In attendance:

Val Bayliss-Brideaux	Senior Engagement Manager
Ed Dyson	Director of Planning and Operations
Nick Gomm	Director of Corporate Affairs
Professor Craig Harris	Executive Nurse Director
Dr Manisha Kumar	Clinical Director
Catherine Regan	Executive Assistant

Item	Note	Lead
01 / 17	Welcome/apologies, declarations of interest	P Burns
	<p>No additional interests were declared to those currently recorded on the register of interests.</p> <p>Mr Gomm apologised to members for the late distribution of board papers. He assured that future papers would be disseminated at least 7 days in advance of the Governing Body meeting.</p> <p>ACTION: It was agreed that each CCG Governing Body Member would complete the revised form declaration of interest form, following which the revised register would be circulated.</p>	All
02 / 17	NHS Manchester CCG Constitution	N Gomm
	Mr Gomm presented the constitution that had been developed over the last few months following engagement with stakeholders, NHS England and member practices. Governing body members noted that all but two general practices had	

	<p>signed the constitution.</p> <p>Mr Gomm directed members to the appendices contained within the document. He mentioned the standards of business conduct, advising that further guidance was expected from NHS England in relation to managing conflict of interests. Members were alerted to the standing orders for membership of the Governing Body and the necessity to ensure they are familiar with the content. Mr Williams suggested that the role of the CCG, commissioning of services for its population, be made more explicit within the constitution and the partnership agreement. He felt that further explanation was required in relation to financial accountability and CCG responsibilities. Mr Jeffries assured members that the Joint Governance Committee had scrutinised the document and held detailed discussions on the issues raised. These would be reflected in the revised document. Mr Page recognised that the STP and environment was evolving and constantly changing, consequently the CCG would need to bear this in mind when reviewing the constitution.</p> <p>Mr Gomm explained that to ensure that the terms of reference and membership of the Committees were fit for purpose, the Governance Committee would undertake a review over the next few months and make any necessary amendments.</p> <p>Mr Williamson reported that Richard Barker, Regional Director, NHS England had formally confirmed the establishment of Manchester CCG. He advised that the CCG had passed all conditions with exceptions – the CCG would need to provide a full staffing structure once available and Mr Harris would act as the lay board nurse until an appointment had been made.</p> <p>The Governing Body acknowledged and thanked the Corporate Affairs Team for the significant amount of work undertaken.</p> <p>ACTION: The Governing Body agreed and adopted the Constitution for NHS Manchester Clinical Commissioning Group</p>	
03 / 17	Terms of Reference (TOR) – Audit Committee and Remuneration Committee	N Gomm
	<p>Mr Gomm explained that Mr Jeffries and Mr Page had been instrumental in developing the terms of reference for the Audit and Remuneration Committees. It was noted that the two Committees would report to the CCG Governing Body. Mr Gomm advised following the first meetings of the Committees the TORs would be updated as necessary and agreed by Committee members.</p> <p>ACTION: The Governing Body approved the terms of reference for the Audit Committee and the Remuneration Committee.</p>	
04 / 17	Partnership Agreement with Manchester City Council	N Gomm
	<p>Mr Gomm reported that the Partnership Agreement would outline the working arrangements and formalise governance procedures for the partnership between Manchester CCG and Manchester City Council and supported by a Financial Agreement, Manchester Investment Strategy and Support Agreement. He explained that the CCG's legal team were carrying out a final review of the agreement, consequently it had been necessary to create a letter of intent to enable both organisations to enter into the arrangement.</p> <p>Mrs Newton stated that VAT issues, in terms of the Partnership Agreement, had not yet been resolved, consequently the agreement would not come into effect until 1 June 2017.</p>	

	<p>ACTION: The Governing Body delegated the Chief Accountable Officer and City Solicitor to sign off the Partnership Agreement, with support from the Governing Board Chair, Lay Member (Governance) and Lay Member (Finance and Audit) by Wednesday, 12 April 2017. It was agreed that the final Partnership Agreement would be circulated to members for comments which would be reflected within the document. The Agreement would be presented to the next meeting for formal ratification. The Governing Body noted the letter of intent between Manchester CCG and Manchester City Council which was presented at the meeting.</p>	
05 / 17	NHS England Primary Medical Services Delegation Agreement	N Gomm
	<p>Mr Gomm stated that the Delegation Agreement was similar to the previous arrangements for North, Central and South Manchester Clinical Commissioning Groups. He explained that the Agreement was required to ensure that Manchester CCG could legally commission PMS Services from 1 April 2017.</p> <p>ACTION: The Governing Body noted and supported the Delegation Agreement.</p>	